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Home

ScanningCenters Web

P



Account



Edit

Attach

[1.0 Document Owner](#)[2.0 Purpose:](#)[3.0 Scope](#)[4.0 Applicable/Reference Documents](#)[5.0 Safety/Health & Environmental Requirements](#)[6.0 Materials, Equipment, and Tools](#)[6.1 Physical Components](#)[6.2 Software Components](#)[7.0 Process Set-up/Change-Over](#)[7.1 Preflight Checklist:](#)[7.2 Set Up](#)[8.0 Process Execution](#)[8.1 Sheetfed Scanner Setup and Installation](#)[8.2 Setting up Cygwin](#)[8.3 Setting up Scanning and Upload Folders](#)[8.4 Configuring Scanning Profiles](#)[9.0 Troubleshooting Guide](#)[10.0 Appendix](#)[10.1 San Francisco Sheet Fed Scanner Registration info](#)[11.0 Revision History and Approvals](#)[12.0 Kaizen](#)

## 1.0 Document Owner

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## 2.0 Purpose:

This document describes the setup of a Sheetfed Scanning Station at a scanning center.

## 3.0 Scope

This document applies to all Sheetfed Scanning Stations.

## 4.0 Applicable/Reference Documents

- 4.1 [400.4 Safety and Ergonomics](#)
- 4.2 Attached: Fujitsu fi-6140 Quick Installation Guide
  - A physical copy of this guide is shipped with a new scanner
- 4.3 [300.2.5 Mekel Setup](#)

## 5.0 Safety/Health & Environmental Requirements

See [400.4 Safety and Ergonomics](#) for general Safety and Ergonomic Guidelines.

## 6.0 Materials, Equipment, and Tools

### 6.1 Physical Components

- Windows 7 Laptop
- Fujitsu fi-6140 Sheetfed Scanner and all components (see 4.2 Quick Installation Guide for list)

### 6.2 Software Components

- Windows 7
- Cygwin
- Firefox Web Browser
- Installation CDs that come with Fujitsu fi-6140 Sheetfed Scanner (see 4.2 Quick Installation Guide for list)

## 7.0 Process Set-up/Change-Over

### 7.1 Preflight Checklist:

- Are all the required components present?
- Is the operator certified?

### 7.2 Set Up

1. Unpack all components
2. Log into Windows as Administrator
3. Connect to the internet
4. Open the 4.2 Quick Installation Guide

## 8.0 Process Execution

### 8.1 Sheetfed Scanner Setup and Installation

1. Follow the instructions in 4.2 Quick Installation Guide to setup and install the Sheetfed Scanner
  - quick installation guide: <http://archive.org/details/quickinstallatio00unse>
  - complete manual: [fi-6140 fi-6240\\_op.pdf](#)

### 8.2 Setting up Cygwin

Refer to [300.2.5 Mekel Setup](#)

## 8.3 Setting up Scanning and Upload Folders

1. Create a folder on the desktop and name it SCAN
  - scanned images will be placed in here
2. Create folder: C:\Images
3. Create a shortcut to the C:\Images folder on the Desktop, and call it UPLOAD
  - books ready to be uploaded will be placed in here.

## 8.4 Configuring Scanning Profiles

(JESSE WILL FILL THIS IN)

## 9.0 Troubleshooting Guide

Issue	Most Likely Solution	Next Steps
I am missing some of the required components	Well you'd better find them.	
I am getting crappy Windows errors	Never buy another Microsoft product.	

## 10.0 Appendix

### 10.1 San Francisco Sheet Fed Scanner Registration info

Kofax Part Number: PF-UPRO-XXXX Kofax Product Code: [EZ65Q5W6X](#) Kofax Serial Number: 0026-2DB1-9484

## 11.0 Revision History and Approvals

### Revision History:

Rev	Wiki Rev	Updater	Date	Reason
Rev 0	1	Jude Coelho	02/29/2012	Draft

### Approvals:

Name	Function	Date
Jude Coelho	Process Engineer	
Robert Miller	Director of Books	

## 12.0 Kaizen

Please add any suggestions or issues here.

Topic revision: r7 - 2013-02-19 - [JudeCoelho](#)

• The Contentious system

Issues: Perl 5.10.1 on a 64-bit system, Perl 5.10.1 on a 32-bit system, Perl 5.10.1 on a 64-bit system

